



# JEFFERSON COUNTY COUNTY ADMINISTRATOR

Website: [jeffersoncountywi.gov](http://jeffersoncountywi.gov)

“Jefferson County: Responsible government  
advancing quality of life”

**\*REVISED 06-03-2015; \*\*06-05-2015**

## MEMORANDUM

**BEN WEHMEIER**  
County Administrator

**TAMMIE JAEGER**  
Administrative Secretary

**TO:** Editors

**FROM:** Ben Wehmeier, County Administrator

**DATE:** June 4, 2015

**SUBJECT:** JEFFERSON COUNTY Meetings – Week of June 8, 2015

<b>June 8, 2015 Monday</b>	WI County Highway Association Summer Conference  UW Extension Education Committee  Drainage Board  <b>*Parks Committee (Agenda Revised)</b>  Farmland Conservation Easement Commission	8:00 a.m.  8:30 a.m.  9:30 a.m.  9:30 a.m.  12:30 p.m.	Chula Vista Resort Hwy 13 North, Wisconsin Dells  UW Extension 864 Collins, Rm 12, Jefferson  Jefferson County Courthouse Rm 202  <b>Jefferson County Courthouse Rm 112</b>  Jefferson County Courthouse Rm 203
<b>June 9, 2015 Tuesday</b>	WI County Highway Association Summer Conference  Finance Committee  Human Services Board  Human Services Board – Public Hearing  Highway Facility Open House  <b>**County Board (Agenda Revised)</b>	8:00 a.m.  8:30 a.m.  3:00 p.m.  4:00 p.m.  4:00 p.m.  7:00 p.m.	Chula Vista Resort Hwy 13 North, Wisconsin Dells  Jefferson County Courthouse Rm 112  Workforce Development 874 Collins, Rm 103, Jefferson  Workforce Development 874 Collins, Rm 103, Jefferson  Highway Facility 1425 Wisconsin Ave, Jefferson  <b>Jefferson County Courthouse Rm 205</b>
<b>June 10, 2015 Wednesday</b>	WI County Highway Association Summer Conference	8:00 a.m.	Chula Vista Resort Hwy 13 North, Wisconsin Dells
<b>June 11, 2015 Thursday</b>	Zoning Board of Adjustment – Site Inspections  Zoning Board of Adjustment – Public Hearing	10:00 a.m.  1:00 p.m.	Jefferson County Courthouse Rm 203  Jefferson County Courthouse Rm 205
<b>June 12, 2015 Friday</b>	No Scheduled County Meetings		
<b>June 13, 2015 Saturday</b>	No Scheduled County Meetings		
<b>June 14, 2015 Sunday</b>	No Scheduled County Meetings		



## Agenda

# Jefferson County Highway Committee Notice

W.C.H.A Summer Highway Conference  
June 8 – 10, 2015  
Chula Vista Resort  
Hwy 13 North  
Wisconsin Dells, WI 53965  
8:00 A.M.

**Attendees:** **Committee Members:** George Jaeckel, Chair; Walt Christensen, Vice-Chair;  
Al Counsell, Secretary; Ron Buchanan; Carlton  
Zentner  
**Highway Commissioner:** William T. Kern

### AGENDA TOPICS

***WCHA Summer Highway Conference:***

Members of the Highway Committee may attend the Wisconsin County Highway Association Summer Highway Conference, at the Chula Vista Resort, Wisconsin Dells, WI.



**Jefferson County**

**University of Wisconsin-Extension  
Cooperative Extension**

864 Collins Road  
Jefferson, WI 53549

(920) 674-7295

(920) 674-7200 (fax)

**DATE:** June 8, 2015  
**TO:** Paul Babcock, Glen Borland, Peter Hartz, Ed Morse, Dick Schultz and Other Interested Citizens  
**CC:** Ben Wehmeier, Barb Frank, Tammie Jaeger, Jim Schroeder, Matt Hanson  
**FROM:** LaVern Georgson, Agriculture Agent  
**RE:** University Extension Education Committee Meeting

A meeting of the Jefferson County University Extension Education Committee will be held on **Monday, June 8, 2015 at 8:30 a.m.** at UW-Extension, 864 Collins Rd., **Room 12**, Jefferson, Wisconsin.

1. Call to Order & Roll Call (to establish a quorum)
2. Certification of Compliance with Open Meetings Law
3. Approval of Agenda (for possible rearrangement)
4. Approval of May 11, 2015 meeting minutes
5. Communications
6. Public Comment: Members of the Public who wish to address the Committee on specific agenda items must register their request at this time.
7. Follow-Up on County Board Resolution from Administration & Rules Committee for Support of Extension in State Budget
8. 2015 Budget Report
9. Agent Reports
10. Next meeting date – July 13, 2015
11. Identify Future Agenda Topics
12. Adjourn

**The Committee may discuss and/or take action on any item specifically listed on the agenda.  
Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24  
hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.**

*“Enriching people with knowledge, perspective, skills and aspirations.”* University of Wisconsin, U.S. Department of Agriculture and Wisconsin counties cooperating. UW-Extension provides equal opportunities in employment and programming including Title IX and ADA.

JEFFERSON COUNTY FARM DRAINAGE BOARD Monthly Board

Meeting

Jefferson County Courthouse  
311 S. Center Avenue, Room 202  
Jefferson, WI 53549

June 8, 2015

9:30 a.m.

*AGENDA*

1. Call meeting to order
2. Pay bills
3. Motion to adjourn

**AGENDA**  
**JEFFERSON COUNTY PARKS COMMITTEE**  
Jefferson County Courthouse  
311 South Center Avenue, Rm 112  
Jefferson WI 53549  
June 8, 2015 @ 9:30 a.m.

**\*REVISED AGENDA 06-03-2015**

Committee: Augie Tietz – Chairman, Mike Kelly – Vice Chair, Matt Foelker – Secretary, Walt Christensen, Laura Payne

1. Call to Order
2. Roll Call
3. Certification of Compliance with the Open Meetings Law
4. Review of the Agenda
5. Public Comment (members of the Public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of the May 4, 2015 & May 29, 2015 Meeting Minutes
7. Communications
  - a. The Bank of Lake Mills Donation for the Interurban Trail – Daily Jefferson County Union, Watertown Daily Times
  - b. Rock Lake Improvement Association
8. **\*Discussion and Possible Action on Notice of Noncompliance Nitrate Level at Carlin Weld County Park**
9. Discussion and Possible Action on 2016 Park Fees
10. Discussion and Possible Action on Rotational Grazing Field at Dorothy Carnes Park
11. Discussion and Possible Action on Holzhuetter Park Implementation Plan
12. Discussion and Possible Action on letter received regarding Watertown Outboarders Property
13. Discussion and Possible Action on Rain Check Policy for Camping at Dorothy Carnes Park
14. Update on State Budget and Stewardship
15. Update on Glacial Heritage Area (GHA) Project – Greg Matthews
16. Update on Fundraising for Interurban Trail
17. Update on 2015 Parks Department Budget
18. Set next meeting date July 6, 2015 @ 9:30am and possible agenda items.
19. Adjourn

**The Committee may discuss and/or take action on any item specifically listed on the agenda.  
Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101, 24 hours prior to the meeting, so appropriate arrangements can be made**



## ***Farmland Conservation Easement Commission Agenda***

***Jefferson County Courthouse***

***311 S Center Ave, Rm 203***

***Jefferson, WI 53549***

***Monday, June 08, 2015 @ 12:30 pm***

***Members: Margaret Burlingham (Chair), Walt Christensen (Vice Chair), Steve Nass (Secretary), Mariah Hadler, and Blane Poulson.***

1. Call to Order
2. Roll Call
3. Certification of Compliance with the Open Meetings Law
4. Review of the June Agenda
5. Review & Approval of the May 11, 2015 Meeting Minutes
6. Public Comment (members of the public who wish to address the Committee on specific agenda items must register their request at this time)
7. Communications
8. Discussion and Possible Action on PACE Applications
  - Greg Wilke, Town of Waterloo
  - Cliff Haberman, Town of Milford
  - Gary & Mary Ann Kunz Trust, Town of Sumner
  - Duane Koch, Town of Farmington
  - Timothy Hunn, Town of Aztalan
9. Discussion on the Landownership Changes, specifically the sale of Dale Neupert Parcel #030-0813-1733-002 to Kurt Skalitzky
10. 90 Day Notice for any Easement Change Requests
11. Discussion and Possible Action on Conservation Planning in regard to Farmland Easements
12. Jefferson County Land & Water Conservation Report on Baseline Documentation for Easements
13. Potential Farmland Preservation Fee and Strengthening AEA'S
14. Discussion on Future Events that the Farmland Conservation Easement Commission would like to participate in and Community Outreach
15. Future Meeting:
  - July 13, 2015 @ 12:30 in Room 203
  - August 10, 2015 @ 12:30 in Room 203
  - September 14, 2015 @ 12:30 in Room 203
16. Suggestions for the Next Agenda
17. Adjournment

*\*The Commission may discuss and/or take action on any item specifically listed on the agenda. Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at (920) 674-7101 24 hours prior to the meeting so appropriate arrangements can be made.*

**Finance Committee Agenda**  
**Jefferson County**  
Jefferson County Courthouse  
311 S. Center Avenue  
Room 112  
Jefferson, WI 53549

Date: Tuesday, June 9, 2015 (note date change)

Time: 8:30 a.m.

Committee members:	Jones, Richard (Chair)	Poulson, Blane
	Braugher, James (Vice Chair)	Schroeder, Jim
	Hanneman, Jennifer (Secretary)	

1. Call to order
2. Roll call (establish a quorum)
3. Certification of compliance with the Open Meetings Law
4. Review of the agenda
5. Public comment (Members of the public who wish to address the Committee on specific agenda items must register their request at this time)
6. Approval of Finance Committee minutes for May 14, 2015
7. Communication
8. Presentation by the City of Jefferson of future concepts for the land of the old highway facility
9. Presentation by Sikich LLP regarding the 2014 Financial Report and Audit.
10. Discussion and possible action on the sale of old Highway facilities and land
11. Discussion and possible action on changes to the fee schedule
12. Discussion and possible action on a resolution for a budget amendment to cover retirement payout for the Health Department
13. Discussion and possible action on a possible contingency transfer to MIS for purchase of addition space for email retainage
14. Discussion and possible action on the Fund Balance Policy as discussed at the Task Force Committee
15. Discussion and possible action on changes to the Investment Policy
16. Monthly Financial Report for April 2015-Finance Department
17. Monthly Financial Report for April 2015-County Clerk
18. Monthly Financial Report for April 2015-Treasurer
19. Monthly Financial Report for April 2015-Child Support
20. Discussion of funding for projects related to the new Highway Facilities
21. Review and discussion on 2015 projections of budget vs. actual
22. Update and discussion on State Budget
23. Update on contingency fund balance
24. Set future meeting schedule, next meeting date, and possible agenda items
25. Payment of invoices
26. Adjourn

Next scheduled meetings:

Thursday, July 9, 2015 Regular Meeting
Thursday, August 13, 2015 Regular Meeting
Monday, September 14, 2015 Regular and Budget Meeting
Wednesday, September 16, 2015 Budget Meeting
Thursday, September 17, 2015 Budget Meeting
Friday, September 18, 2015 Budget Meeting
Tuesday, October 8, 2015 Regular Meeting

All meetings are scheduled to begin at 8:30 am in Room 112 unless otherwise noted.

*The Committee may discuss and/or take action on any item specifically listed on the agenda.*

***Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.***

**AGENDA**  
**Jefferson County Human Services Board**  
Jefferson County Workforce Development Center,  
874 Collins Road, Room 103, Jefferson, WI 53549  
June 9, 2015 at 3:00 p.m.

**COMMITTEE MEMBERS**

**Jim Mode, *Chair***  
**Dick Jones, *Vice Chair***  
**John McKenzie, *Secretary***  
**Russell Kutz**

**Augie Tietz**  
**Cynthia Crouse**  
**Jim Schultz**

**PUBLIC HEARING begins at 4:00 p.m. on June 9, 2015 in Room 103, Workforce Development Center.**

1. Call to Order
2. Roll Call/Establishment of Quorum
3. Certification of Compliance with the Open Meetings Law
4. Review of the June 9, 2015 Agenda
5. Citizen Comments (Members of the Public who wish to address the Board on specific agenda items must register their request at this time.)
6. Approval of May 12, 2015 Board Minutes
7. Communications
8. Review of April, 2015 Financial Statement
9. Review and Approve May, 2015 Vouchers
10. Division Updates: Child and Family Division, Behavioral Health, Administration, Economic Support, and Aging and Disability Resource Center
11. Update on New Professional Contracts
12. Appoint the following members on the ADRC Advisory Committee to be confirmed by the County Board for two three-year terms beginning July 1<sup>st</sup>.
  - Russell Kutz, Jefferson
  - Marcia Bare, Jefferson
  - Earlene Ronk – reappointment
13. The Administration & Rules Committee reviewed the following resolutions and referred them to the Human Services Board for their recommendation.
  - a. Outagamie County Resolution “Urge the Joint Finance Committee to remove all budget provisions that change the BadgerCare Plus for Childless Adults Medicaid Program and allow this important safety net health insurance program to operate as it currently does for individuals and family members below 100% of federal poverty limits”  
The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.
  - b. Outagamie County Resolution “State of Wisconsin should maintain the existing mental health programs funded in the same manner that they have been funded in calendar year 2015 and that no changes to these funding streams occur in the 2015-2017 State Budget”  
The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.
  - c. Outagamie County Resolution “Provisions brought forth to create a new Children’s Community Option Program and eliminate Family Support be eliminated from the 2015-2017 Biennial Budget Bill”  
The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.



d. Outagamie County Resolution "State of Wisconsin needs to allocate adequate Affordable Care Act funding to the Balance of State Income Maintenance agencies"

The committee reviewed this resolution. This will be referred the Human Services Board for their recommendation. No action taken.

14. Review and approve out of state travel for Time is Now grant to Bethesda Maryland, on August 3
15. Updates from Wisconsin County Human Services Association
16. Discuss the Public Hearing & Review Board Policies
17. Public Hearing – Human Services Department 2016 Budget 4:00 p.m.
18. Set next meeting date and potential agenda items (July 14 at 8:30 a.m.)
19. Adjourn

**The Board may discuss and/or take action on any item specifically listed on the Agenda.**

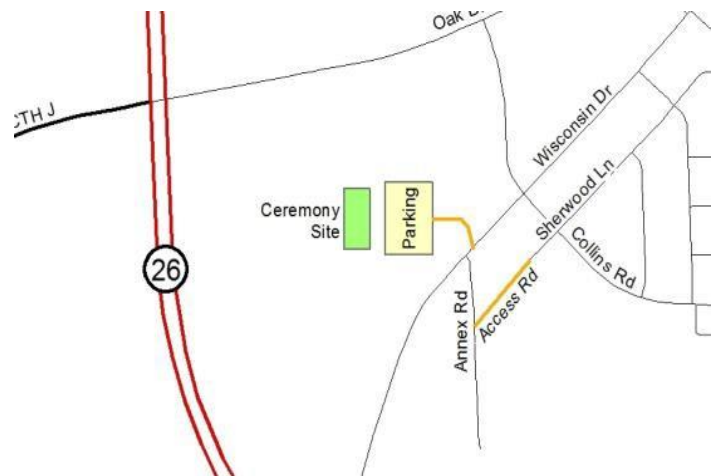
**Special Needs Request** - Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator 24 hours prior to the meeting at 920-674-7101 so appropriate arrangements can be made.



# Jefferson County Highway Facility

## Open House

Date: Tuesday, June 9, 2015  
Time: 4:00 – 7:00 p.m.  
Dedication: 5:30 p.m.  
Where: Jefferson County  
Highway Department  
Address: 1425 S. Wisconsin Drive  
Jefferson, WI 53549



You are cordially invited to join Jefferson County for an open house to celebrate the new Highway Facility

A quorum of the Jefferson County Board of Supervisors or any committee thereof may be present. No action will be taken.

**Highway Facility Open House  
June 9, 2015 4:00 -7:00 P.M.**

**AGENDA**

**JEFFERSON COUNTY BOARD MEETING**

June 9, 2015      7:00 p.m.

Jefferson County Courthouse  
311 S. Center Avenue, Room 205  
Jefferson, WI 53549

**\*REVISED 06-05-2015**

1. **CALL TO ORDER**
  2. **ROLL CALL BY COUNTY CLERK**
  3. **PLEDGE OF ALLEGIANCE**
  4. **CERTIFICATION OF COMPLIANCE WITH OPEN MEETING LAW**
  5. **APPROVAL OF THE AGENDA**
  6. **APPROVAL OF APRIL 21 AND MAY 12, 2015 MEETING MINUTES**
  7. **SPECIAL ORDER OF BUSINESS**  
Presentation on Old Highway Site Redevelopment Plan– City of Jefferson  
Recognition of LEAN graduates
  8. **COMMUNICATIONS**
    - a. Treasurer's Monthly Report (Addendum)
    - b. Statement of damages from Decinda D. Banks
    - c. Zoning Committee – Notice of Public Hearing, June 18, 2015
  9. **PUBLIC COMMENT** (Agenda Items)
  10. **ANNUAL REPORTS**
    - a. Chief Judge – Randy Koschnick
    - b. District Attorney – Susan Happ
    - c. Health Department – Gail Scott
    - d. Human Services – Kathi Cauley
    - e. Veterans' Service – Yvonne Duesterhoeft
- COMMITTEE REPORTS / RESOLUTIONS / ORDINANCES**
11. **ADMINISTRATION AND RULES COMMITTEE**
    - a. Resolution – Supporting Adequate Funding for Rail Preservation
    - b. Resolution – Oppose Continuation of Zero Levy Cap Imposed on Wisconsin Counties
  12. **BOARD OF HEALTH**
    - a. Resolution – Amending Smoke Free Air Act to include prohibiting the use of e-cigarettes and electronic delivery devices
    - b. Ordinance – Repeal and recreate Environmental Sanitation Ordinance

13. FINANCE COMMITTEE
  - a. Resolution – Budget Amendment for Health Department Retirements
  - b. Resolution – Amending the Jefferson County Investment Policy (Addendum to Agenda)
  - c. Resolution – Contract for Financial Advisory Services
  - d. Resolution – Budget Amendment for Fee Schedule Change
14. HISTORIC SITES PRESERVATION COMMISSION
  - a. Resolution – Designating the Wegner Cottage as a Historic Structure
15. PLANNING & ZONING COMMITTEE
  - a. Report – Approval & Denial of Petitions
  - b. Ordinance – Amend Zoning Ordinance
  - c. Ordinance – Denial of Zoning Petition
- 15.5 COUNTY ADMINISTRATOR
  - a. \*Resolution – Approving Publication of a Request for Proposals for Replacement of the Security Surveillance System for the Jefferson County Sheriff’s Office
16. APPOINTMENTS BY COUNTY ADMINISTRATOR
  - a. Janet Sayre-Hoeft to the Zoning Board of Adjustment
  - b. Paul Hynek to the Zoning Board of Adjustment (alternate)
  - c. Julia Ince to the Historic Sites Preservation Commission
17. APPOINTMENTS BY HUMAN SERVICES BOARD
  - a. Karen Anfang to the Nutrition Project Council
  - b. Carol Ellingson to the Nutrition Project Council
  - c. \*Russell Kutz to the ADRC Advisory Committee
  - d. \*Marcia Bare to the ADRC Advisory Committee
  - e. \*Earlene Ronk to the ADRC Advisory Committee
18. PUBLIC COMMENT (General)
19. ANNOUNCEMENTS
  - a. Update: Task Force on County Government Organization & Operations
  - b. Chair/Clerk clarification of procedures
20. ADJOURN

**NEXT COUNTY BOARD MEETING**  
**July 14, 2015 – 7:00 P.M. - ROOM 205**

# JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

Janet Sayre Hoeft, Chair; Dale Weis, Vice-Chair; Don Carroll, Secretary;  
Paul Hynek, First Alternate; Lloyd Zastrow, Second Alternate

**PUBLIC HEARING** *BEGINS AT 1:00 P.M. ON JUNE 11, 2015 IN ROOM 205, JEFFERSON COUNTY COURTHOUSE*

**CALL TO ORDER FOR BOARD MEMBERS** *IS AT 10:00 A.M. IN COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

**SITE INSPECTION FOR BOARD MEMBERS** *LEAVES AT 10:15 A.M. FROM COURTHOUSE ROOM 203, PRIOR TO THE HEARING*

1. *Call to Order-Room 203 at 10:00 a.m.*
2. *Roll Call*
3. *Certification of Compliance with Open Meetings Law Requirements*
4. *Review of Agenda*
5. *Approval of May 14, 2015 Meeting Minutes*
6. *Communications*
7. *Question by and Response to Mary Taylor Relating to Her Letter Not Being Read into the Record at the April 8, 2015 Public Hearing Regarding V1450-15 for Fred & Mary Benkert, Town of Hebron*
8. *Request by David Raymond to Waive Requirement for Town Input Prior to Scheduling Variances for Board of Adjustment Public Hearing*
9. *Site Inspections – Beginning at 10:15 a.m. and Leaving from Room 203*  
*V1461-15 – Laura Romlein & Mike Buss, N8517 Pleasant Valley Ln, Town of Watertown*  
*V1459-15 – Thomas & Kelly Stade, W5289 Bockmann Ln, Town of Jefferson*  
*V1460-15 – Dave Raymond, N715 Old 26 Rd, Town of Koshkonong*
10. *Public Hearing – Beginning at 1:00 p.m. in Room 205*
11. *Explanation of Process by Board of Adjustment Chair*

## NOTICE OF PUBLIC HEARING JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT

**NOTICE IS HEREBY GIVEN** that the Jefferson County Zoning Board of Adjustment will conduct a public hearing at 1:00 p.m. on Thursday, June 11, 2015 in Room 205 of the Jefferson County Courthouse, Jefferson, Wisconsin. Matters to be heard are applications for variance from terms of the Jefferson County Zoning Ordinance. No variance may be granted which would have the effect of allowing in any district a use not permitted in that district. No variance may be granted which would have the effect of allowing a use of land or property which would violate state laws or administrative rules. Subject to the above limitations, variances may be granted where strict enforcement of the terms of the ordinance results in an unnecessary hardship and where a variance in the standards will allow the spirit of the ordinance to be observed, substantial justice to be accomplished and the public interest not violated. Based upon the findings of fact, the Board of Adjustment must conclude that: 1) Unnecessary hardship is present in that a literal enforcement of the terms of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome; 2) The hardship is due to unique physical limitations of the property rather than circumstances of the applicant; 3) The variance will not be contrary to the public interest as expressed by the purpose and intent of the zoning ordinance. **PETITIONERS, OR THEIR REPRESENTATIVES, SHALL BE PRESENT.** There may be site inspections prior to public hearing which any interested parties may attend; decisions shall be rendered after public hearing on the following:

**V1459-15 – Thomas & Kelly Stade:** Variance from Sec. 11.04(f)6 of the Jefferson County Zoning Ordinance to temporarily allow two principal dwelling structures in an A-1 Exclusive Agricultural zone at **W5289 Bockmann Ln**, Town of Jefferson on PIN 014-0614-1332-000 (22.706 Acres) and 014-0614-1333-000 (20.91 Acres).

**V1460-15 – Dave Raymond:** Variance from Sec. 11.07(d) of the Jefferson County Zoning Ordinance to construct a detached accessory structure at less than the required setbacks to right-of-way and centerline of Koshkonong Lake Rd. The site is at **N715 Old 26 Rd** in the Town of Koshkonong, on PIN 016-0513-2514-001(1.322 Acre) in a Residential R-2 zone.

**V1461-15 – Laura Romlein & Mike Buss:** Variance from Sec. 11.04(d) to allow a third accessory structure in a Residential R-2 zone at **N8517 Pleasant Valley Ln** in the Town of Watertown. The site is part of PIN 032-0815-1333-000 (4.967 Acres) and is zoned Residential R-2.

**12. Decisions on Above Petitions**

**13. Adjourn**

**If you have questions regarding these variances, please contact the Zoning Department at 920-674-7113 or 920-674-8638. Variance files referenced on this hearing notice may be viewed in Courthouse Room 201 between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Materials covering other agenda items can be found at [www.jeffersoncountywi.gov](http://www.jeffersoncountywi.gov).**

The Board may discuss and/or take action on any item specifically listed on the agenda.

## **JEFFERSON COUNTY ZONING BOARD OF ADJUSTMENT**

Individuals requiring special accommodations for attendance at the meeting should contact the County Administrator at 920-674-7101 at least 24 hours prior to the meeting so appropriate arrangements can be made.

*A digital recording of the meeting will be available in the Zoning Department upon request.*